

**JOB ANNOUNCEMENT**

**Posting Date:** 08/07/2023  
**Position:** Financial Analyst  
**Supervisor:** Vice President Audit and Finance  
**Location:** Nashville, TN

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**Job Summary:**

To provide support to the Company in the area of financial reporting, budgeting, forecasting, accounts payable, payroll, account analysis and reconciliation, and all related areas.

**Primary Job Responsibilities:**

1. Compiles monthly management reporting package with financial statements and supporting documentation, reconciliations and analysis, and prepares certain necessary documents for Board of Director, Investment Committee, Finance Committee meetings, and the annual audit (both GAAP and STAT).
2. Assists with developing the annual budget and assists managers/officers in projecting expenses for departments.
3. Analyzes, interprets, and communicates cost and expense variances to management. Works with management to contain costs and forecast expenses and to facilitate decision making toward the achievement of financial efficiency of the Company.
4. Performs analysis that will be used to develop strategy, monitor businesses, and drive operational decisions.
5. Assists with compiling and preparing information for tax and regulatory reporting filings, which includes the quarterly and annual statement filings and supplemental schedules to be filed with the Tennessee Department of Commerce and Insurance and National Association of Insurance Commissioners.
6. Provides financial expertise to management by creating and presenting ad-hoc reports and analyses.
7. Records reclassification entries as necessary. Responsible for day to day G/L accounting and reconciliation, and financial reporting and analysis for assigned areas.
8. Prepares and maintains accounting records, reconciliations, and financial statements for the Company's charitable foundation, Smile 180.
9. Prepares and maintains accounting records, reconciliations, and financial statements for the Company's Political Action Committee (PAC).
10. Prepares and maintains accounting records, reconciliations, and financial statements for FORE Holding Corporation (FORE).
11. Prepares and maintains accounting records, reconciliations, and financial statements for

Premier Insurance Services (PIS).

12. Assists Accounting Manager with the annual cost report

13. Assist the Vice President Audit and Finance with special projects

Perform other related assigned duties as necessary to complete the Primary Responsibilities as described above.

**Minimum Qualifications:**

This position requires a bachelor's degree in accounting, finance or related field and five years of experience with financial reporting and analysis. A certified public accountant (CPA) designation is preferred. Will accept any suitable combination of education, training or experience.

Position requires strong analytical skills; experience with budgeting, forecasting, financial reporting, and experience preparing and/or reviewing quarterly/annual statements; the ability to effectively communicate with internal and external contacts as well as mid to senior level management; resolve complex problems and use independent judgment.

**Disclaimer**

*Employees are to adhere to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.*

*This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in anyway modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.*

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